

2020 Documentation Required for Each AmeriCorps Member File

Member Documentation Checklist	<input checked="" type="checkbox"/>	Comments	AmeriCorps Terms and Conditions	45 CFR*
a1. National service criminal history check results for Corporation grant-funded living allowance, stipend, education award, or salary.	<input type="checkbox"/>		IX.D	2522.205-207, 2540.200-207
a2. National sex offender registry check	<input type="checkbox"/>		IX.D	2522.205-207, 2540.200-207
a3. National service FBI fingerprinting checks for individuals serving with vulnerable populations.	<input type="checkbox"/>		IV.B	2522.205-207, 2540.200-207
b. Citizenship status (verified in My AmeriCorps Portal) and proof of age.	<input type="checkbox"/>		IX.B	2522.200
c. Eligibility documentation for child care, where applicable.	<input type="checkbox"/>		VIII.E	2522.250
d. Report changes to member health care or child care benefit status.	<input type="checkbox"/>		VIII.F, VIII.D	
e. Parental consent if member under 18.	<input type="checkbox"/>		IV.D	
f. Level of educational attainment (Self-certification on enrollment form or college transcript, high school diploma or GED).	<input type="checkbox"/>		IX.B	2522.200
g. Member written agreement to complete H.S. diploma/GED, where applicable.	<input type="checkbox"/>		II.G.4, IX.B	2522.200

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h. Hours of service – no more than 20% training and no more than 10% approved fundraising (timesheets signed by member and supervisor).	<input type="checkbox"/>		V.A	2520.40 2520.45 2520.50
i. Evidence that members are aware of prohibited activities. Included in the Member Service Agreement.	<input type="checkbox"/>		V.C	2520.40, 2520.65, 2540.100
j. Signed Member Service Agreement (complete agreement, not just the signature page) that includes:	<input type="checkbox"/>		V.B	
Term of service start and end dates;	<input type="checkbox"/>		V.B	
Minimum hours & other requirements, as dictated by the program, necessary to obtain an education award;	<input type="checkbox"/>		V.B.2	
Living allowance amount and how the member will be paid;	<input type="checkbox"/>		VIII.A	2522.240
Description of other benefits available to the member;	<input type="checkbox"/>		VIII.D	2522.250
Standards of conduct and sanctions for improper conduct;	<input type="checkbox"/>		V.B.4	2522.230
Prohibited activities;	<input type="checkbox"/>		V.C	2520.65
Requirements under Drug Free Workplace Act;	<input type="checkbox"/>		V.B.8	
Suspension and termination rules;	<input type="checkbox"/>		V.B.10	2522.230
Specific circumstances under which a member may be released for cause;	<input type="checkbox"/>		V.B.11	2522.230
Position description;	<input type="checkbox"/>		V.B.1	
Name of member’s supervisor;	<input type="checkbox"/>		V.B.13	
Project assignment & service activities;	<input type="checkbox"/>		V.B.13	
Informed consent;	<input type="checkbox"/>		V.B	

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Grievance procedures;	<input type="checkbox"/>		V.B.12	2540.230
Any other requirements established by the program; and	<input type="checkbox"/>		V.B.13	
Member and Program Director signature and date.	<input type="checkbox"/>		V.B	
Member Forms: k. (Submitted in My AmeriCorps Portal within 30 days)	<input type="checkbox"/>		IV	
Enrollment (5 day period instead of 30);	<input type="checkbox"/>		IV.B	
Exit; and	<input type="checkbox"/>		IV.H	
Service Location	<input type="checkbox"/>		IV.F	2522.210
Change of Status (if applicable).	<input type="checkbox"/>		VI.C	
l. Member Performance Reviews that include: i. Whether member has completed the required number of hours; ii. Whether member satisfactorily completed assignments; and iii. Whether member met other performance criteria that were clearly communicated at the beginning of the term of service.	<input type="checkbox"/>		V.E	2522.220
Mid-year Review	<input type="checkbox"/>		V.E	2522.220

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End-of-term Review	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	V.E	2522.220
m. Documentation of any disciplinary action.	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		2522.230
n. Documentation for early termination/personal compelling circumstances.	<input type="checkbox"/>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	VII	2522.230

Other things to remember:

Forbearance Request (completed at the beginning of the year for qualified loans) and Interest Accrual (completed at the end of the year for loans that were in forbearance) – is completed entirely by the AmeriCorps member through the My AmeriCorps Portal.

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